



December 2010 Workshops

Wasatch Front North Service Area

Workshop: <i>Description and Requirement</i>	Date	Time	Location
Assertive Communication: Learn communication styles, how to say no, listening skills, expressing thoughts and feelings, personal rights, power up your language in interviews, conflict management, & positive and negative feedback strategies. (3 day workshop, 4 hours per day) <i>Obtain certificate upon attending all 3 days.</i>	11/30	8:30	Ogden
	12/1		
	12/2		
	12/14	8:30	Clearfield
	12/15		
	12/16		
Navigating jobs.utah.gov: Come learn how to navigate, job search, unemployment, etc. on Jobs.Utah.Gov, set up an equerry/mycase account. <i>Must have basic computer knowledge to attend this workshop.</i> (1 hour workshop)	12/1	10:00	Clearfield
	12/8		
	12/15		
	12/22		
	12/29		
	12/9	10:00	Roy
	12/22		
	12/7	10:00	South Davis
	12/14		
	12/21		
	12/28		
	12/13	10:00	Ogden
Basic Computer: Learn basic computer skills: using the keyboard and mouse; locating, opening, printing, saving and closing files; copying and pasting; creating, receiving, and sending emails with attachments; etc. <i>This is not a "learn how to type" course.</i> (1 hour workshop)	12/1	9:00	Ogden
	12/13		
	12/15		
	12/1	9:00	Clearfield
	12/8		
	12/15		
	12/22		
	12/29		
	12/7	9:00	South Davis
	12/14		
	12/21		
	12/28		
Resume: Come learn what employers want to see on your resume, and learn how to use power words, showing the employer your accomplishments. Bring your current resume. Leave this workshop with resume examples and a packet to be able to create your own or even power up your current resume. (2 hour workshop)	12/1	3:30	Ogden
	12/15		
	12/8	1:00	Roy
	12/22	1:00	Roy
	12/2	3:30	Clearfield

Resume Continued...	12/9 12/16 12/30		
	12/13	1:00	South Davis
Job Search: Discover how to utilize UtahFutures.org to plan your career. Learn how to navigate the internet and use technology to keep you organized; also learn about electronic job boards, online applications, & sending/posting resumes. <i>Must have basic computer knowledge (email, mouse, internet, typing) to attend this workshop. (2 hour workshop)</i>	12/2 12/16	3:30	Ogden
	12/6 12/20	3:30	Roy
	12/1 12/8 12/15 12/22 12/29	3:30	Clearfield
	12/6 12/13 12/20	3:30	South Davis
Interviewing Skills: Strategize ways to gain an EDGE in the interview process. Learn to be confident in an interview, research employers, market skills, and answer questions to enhance interview effectiveness. (2 hour workshop)	12/13	1:00	Ogden
	12/9 12/20	3:30 10:00	Roy
	12/2 12/9 12/16 12/30	9:00	Clearfield
	12/6 12/20	1:00	South Davis
NEW Networking: Networking is making the most of the connections you have with your family, friends, and associates. Learn how to design/implement a strategic networking plan and find employment opportunities in the "hidden" job market. (2 hour workshop)	12/14	9:00	Ogden
	12/7 12/21	1:00	Roy
	12/1 12/8 12/15 12/22 12/29	9:00	Clearfield
	12/14 12/21 12/28	3:30 9:00 3:30	South Davis
Veteran Employment Workshop: One-day veteran employment workshop covering job search, resumes, and interviewing skills. (5hrs) <u>Veterans only!!!</u>	12/1	8:00	Clearfield
	12/15	8:00	Ogden

HAFB Brown Bag: Learn the federal application process, KSAs, etc. Class is 11:30 -1pm and taught by HAFB personnel. You must arrive early due to limited seating, no reservations. NO LATE COMERS WILL BE LET IN!!!	12/14	11:30	Clearfield
Mock Interviews: Practice your interviewing skills; learn what needs improvement and what you do well. You will be evaluated in a mock interview and then given your results with common questions employers may ask. (1/2 hour practice session). <i>Interviews held weekly, must reserve a slot, by appointment only.</i>			Ogden Roy South Davis Clearfield

Must arrive 10 minutes early to the workshops, if you are not on time then you may be asked to reschedule for another date. Please be courteous to others and be on time.

To pre-register go to northworkshops@utah.gov
or call

Clearfield: 801.776.7800
Roy: 801.776-7200
South Davis: 801.298.6600
Ogden: 801.626.0300

South Davis Employment Center
763 West 700 South Woods Cross, UT
84087
801-298-6600

Ogden South Employment Center
480 27th Street Ogden, UT 84401
801-626-0300

Clearfield Employment Center
1290 East 1450 South Clearfield, UT
84015
801-776-7800

Roy Employment Center
1951 West 5400 South Roy, UT 84067
801-776-7200